

**City of Alton, Texas**  
**REQUEST FOR QUALIFICATIONS**  
**Impact Fee Determination and Utility Rate Study**

**Revision No. 1**  
**August 15, 2014**

**City of Alton**  
**509 S. Alton Blvd.**  
**Alton, TX 78573**

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## **I. ANNOUNCEMENT**

The City of Alton, Texas is accepting qualifications to create the City's land use assumptions and capital improvements plan and to assist the City in adopting an impact fee for sewer services and transportation in accordance with Chapter 395 of the Texas Local Government Code (the "Project"). Additionally the selected Consultant will perform a utility rate study and propose adjustments to the current rates, if necessary. The selected Consultant will be responsible for providing technical and project management services for the duration of the Project.

## **II. OVERVIEW OF ALTON, TEXAS**

The City of Alton (the "City") is located in Hidalgo County, Texas. The City has a population of over 14,000. The City is bordered to the east by the City of McAllen, and is located near the cities of Mission and Palmhurst. Alton has experienced rapid growth over the last decade with numerous lots being platted, but far fewer are actually occupied by structures, making current infrastructure costs more expensive to maintain and improve on a per capita basis than many other cities.

Alton receives its potable water service from Sharyland Water Supply Corporation and sanitary sewer is collected with City owned trunk lines and subsequently pumped to the McAllen Public Utility system for treatment. In recent years, the City has expended millions of dollars to take first time sewer service to hundreds of users. It is hoped that the availability of wastewater treatment services will encourage additional commercial activity in the city. The City has recently adopted a revised subdivision ordinance, and is developing a new zoning ordinance in an effort to encourage more sustainable growth.

## **III. PROJECT OVERVIEW**

The successful proposer ("Consultant") will take the lead role in all public forums, workshops, meetings, and hearings. City Staff will provide a support role during this period. The Consultant will be working with the five-person advisory committee to be appointed by the City Commission for review of any proposed impact fee. The Consultant will be expected to begin work as soon as the Consultant selection process is completed. The determination of an impact fee is a priority for the City. The Consultant will be expected to produce a capital improvements plan to be ready by February 2015. The Consultant will be expected to assist in the calculation of, notice of, and public hearings on fire protection lines, sanitary sewer system, and transportation impact fees. The Consultant will be expected to assist the City in this process so that any proposed impact fees are ready for public notice by September 1, 2015. As a general goal, the final impact fee ordinance should be ready for final approval by September 30, 2015.

The proposing firm should be able to provide, at minimum, the services listed below. The City recognizes the services identified below are not exhaustive and therefore will rely upon the Consultant to identify other topics or services of importance to include. The City desires to select a Consultant capable of performing all responsibilities normally associated with the development of a capital improvements plan needed for the adoption of an impact fee. The scope of services for the Project should include, but is not limited to, the following tasks:

- 1. Public Participation:** An effective schedule, proper facilitation of public hearings with the City Commission and submission of draft capital improvement plans and impact

fees for review and distribution to the public will be necessary to successfully complete the Project. The Consultant shall assist the City in the development of a schedule to complete the Project, and ensure capital improvement plans, and any proposed impact fees are presented to and considered by the public as required by Chapter 395 of the Texas Local Government Code. The Consultant shall also work with the Five-Person Advisory Committee to be appointed by the City Commission to assist the Committee in writing and drafting comments on any proposed impact fee.

2. **Plan Elements:** The Consultant shall initiate the overall study, analyze existing conditions, prepare implementation strategies, and identify needs and opportunities in the City. The following is a proposed list of what is to be studied with appropriate plans prepared and incorporated into final documents. Elements desired in the plan shall include but not be limited to the following:

An assessment of Utility and Transportation Infrastructure Systems, including fire protection lines, wastewater, and roads; and

Projections of needs and priorities for maintaining and upgrading Utility and Transportation Infrastructure Systems.

3. **Impact Fee Elements and Adoption:** The Consultant shall assist the City in developing a schedule for analyzing and adopting an impact fee. The Consultant shall work with the City in defining one or more service areas. The Consultant shall prepare land use assumptions in accordance with Chapter 395 of the Texas Local Government Code. The Consultant shall propose the City's capital improvements plan. As directed by the City Commission, the Consultant shall amend any proposed land use assumptions and provide to the City final land use assumptions for possible adoption by the City. The Consultant shall update and revise the capital improvements plan and any proposed impact fee prior to adoption. The Consultant shall assist the City in the preparation of any required notices and in the preparation of any order, ordinance or resolution required in order to adopt an impact fee. The Consultant shall assist the City in conducting all of the required public meetings and hearings for the adoption of an impact fee. The Consultant shall provide the City with all of the information and data used by the Consultant in the development of the land use assumptions.
4. **Role of the City:** The City staff availability to assist the selected Consultant is limited. Therefore, the Consultant must have the resources and abilities to fully complete the Project. All public hearing notices and necessary facilities will be handled by City staff, but Consultant shall provide any information needed to ensure the notices are sufficient. The City will provide all available current digital, GIS mapping related information to the Consultant to utilize during the adoption process, but provides no guarantee of compatibility of systems or software.
5. **Role of the Consultant:** The Consultant will furnish all required labor, materials, supplies and travel required in connection with the project. The City expects that the project staff will include individuals with expertise in fields of comprehensive

planning, transportation planning, and traffic studies, mapping and technical report writing.

## **6. Plan Refinement, Preparation, and Adoption**

- a.** Based on comments from the public, any city boards, commissions or advisory committees, City Commission and City Staff, the Consultant shall prepare a draft copy to present to the City Commission and public.
- b.** The Consultant shall also provide fifteen (15) bound color (if appropriate) copies, one (1) unbound color (if appropriate) copy, five (5) sets of all maps contained within the final capital improvements plan (minimum 24" x 36" dimensions), and one (1) electronic version of the final plan in Microsoft Word, Adobe Acrobat, Arc View shapefiles and map files (.mxd., .pdf., and .jpg), and/or PDF format as best suits the City's compatibility. The Consultant shall also provide all geographic information system (GIS) data used to create maps that are contained in the plan document.

## **IV. SUBMISSION CONTENT**

### **1. Title Page**

Show the submission subject, the name of the Consultant's firm, and its address, telephone number, name of the contact person, and the date.

### **2. Table of Contents**

Include a clear indication of the subject material by section and page number.

### **3. Identification of Qualifications of Assigned Personnel**

The ideal firm should have extensive experience in municipal comprehensive planning. The completion of a minimum of five (5) impact fee assessments within the past five (5) years is preferred. The following must be provided:

- a.** The name of the person who will facilitate and be responsible for the management and administration of the comprehensive planning process and impact fee adoption process with a resume describing that person's experience and qualifications.
- b.** The names and resumes of the professional staff who will be assigned to provide services to the City.
- c.** An organizational chart identifying team members and their areas of responsibility.
- d.** A statement to commit the aforementioned staff to this submission.
- e.** Background information concerning the firm, including number of years in business under this name and breakdown of personnel in the proposing office(s).
- f.** Information on similar projects completed by the firm, including contacts that may be used for references.

### **4. Work Program**

The submission shall address in detail the anticipated approach of the firm. This should encompass a narrative and graphics detailing the project approach that

would be employed to complete the project. Describe the process approach that was used in the past to complete a similar project. Examples of work completed in other communities with similar geographic and demographic characteristics as Alton are strongly encouraged. Describe the proposed project schedule, including dates of significant milestones, deliverables, and completion.

**5. List of Clients**

Provide a list of comparable clients where similar services have been provided, with contact information.

**6. Potential Conflicts**

Potential conflicts of interest must be disclosed in the submission.

**7. Disclosures and Assurance**

Assurance that the signatory making representations in the submission on behalf of the Consultant has the authority to do so as provided in Section VIII.3.b. of this RFQ.

## **V. EVALUATION AND SELECTION PROCESS**

Submissions that comply with the instructions set forth in this document will be evaluated by the City; however, the City reserves the right to accept or reject any or all submissions received, in whole or in part. At its discretion, in the City's best interest, the City may choose to waive irregularities or deviations from the RFQ instructions. The City will conduct an interview(s) with selected firms as a part of the selection process.

Upon completion of the evaluation process, the City will enter into negotiations with the responder(s) whose submission offers the best solution and best value possible, as determined in the evaluation process. The City reserves the right to simultaneously negotiate with more than one responder or to ask for best and final submissions from one or more responders.

## **VI. TERMS AND CONDITIONS**

1. The City reserves the right to amend this request for qualifications at anytime. The City reserves the right to determine the successful respondent whose submission provides the best value for the City. The City reserves the right, after reviewing qualifications and making other determinations, to narrow the scope of the project to exclude transportation. The City reserves the right to reject any or all submissions and to waive any irregularities if it is deemed by the City to be in its best interest to do so. If for any reason the selected firm is not able to commence services by October 1, 2014, the City reserves the right to contract with another qualified consulting firm.
2. Expenses incurred in the preparation of submittals, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.
3. The Consulting firm shall not assign any interest in this submission and shall not transfer any interest in the same without the prior consent of the City.
4. For the purposes of this engagement, the Consultant selected shall be deemed to be an independent contractor and not an employee of the City.
5. All data, documents, and other information provided to the City by the Consultant because of this RFQ shall become the City's property. The City will own all deliverables and work product prepared by the Consultant, and to the extent permitted by law, the Consultant's work shall be work made-for-hire; to the extent not so permitted or recognized by law, the Consultant must agree to transfer copyright ownership to the City, or, at the City's option,

provide an unlimited irrevocable, royalty-free license to use the work, including derivative works.

6. The City expects the Consultant selected to respond to routine questions which do not require considerable research without charge.

## **VII. ANTICIPATED CONSULTANT SELECTION SCHEDULE**

(subject to modification)

RFQ Submittal Deadline: September 2, 2014, at 3:00 p.m.

Review: September 2-5, 2014

Start Date: By October 1, 2014

## **VIII. SUBMISSION INSTRUCTIONS/REQUIREMENTS**

1. All submissions and any correspondence should be sent to:  
City of Alton  
Attn: Jorge Arcaute, City Manager  
Subject: Utility Impact Fee and Rate Study  
509 S. Alton Blvd.  
Alton, TX 78573
2. All submissions must be sealed and must be received by the City no later than 3:00 p.m., Tuesday, September 2, 2014. Five (5) bound copies of the submission must be provided. The copies shall be sealed and clearly identified with "Impact Fee RFQ."
3. In order to be considered a valid submission, each submission must meet the following requirements:
  - a. **Deadline applies strictly.** Written submissions received after 3:00 p.m., September 2, 2014 will not be considered.
  - b. Each submission must be signed (i) if made by an individual or sole proprietorship, by the individual personally; or (ii) if made by an entity that is not an individual or sole proprietorship, by an **officer** of the entity having the authority to execute the submission on behalf of the proposing entity and to bind the entity thereby, and who has been duly authorized by the governing body of the entity to do so, together with sworn documentary proof of the authority or authorization.
  - c. **Written submissions only.** No oral, telephone, fax, email or telegraph submissions will be accepted.
4. The City will review the submissions and will schedule interviews with the finalists.
5. Consultants who have or intend to submit a submission are prohibited from contacting any representatives of the City Commission. All questions, comments, or requests for clarification must be submitted in writing (faxes and emails are acceptable) to Jeff Underwood, Assistant City Manager at (956) 432-0760, Monday thru Friday 8am-5pm or by email at [jeff.underwood@alton-tx.gov](mailto:jeff.underwood@alton-tx.gov)

Responses considered necessary will be communicated in writing by the City as an Addenda to these instructions, and will be mailed, faxed, or emailed to each Consultant who has submitted a submission. No person or entity responding to this RFQ may rely on oral representations, comments, answers, characterizations, or other communications from the City or its employees,

officers, Consultants, legal counsel, agents or other representatives, but only to this RFQ, and any addenda made in writing and sent to each person or entity responding to this RFQ.